



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-ZA

11 July 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Alaska, Fort Richardson, Alaska Civilian Employee Use of United States Army Alaska (USARAK) Form APVR-RRM-AP Form 1 (USAG-FRA-14)

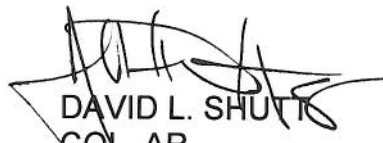
1. Reference: DoD 7000.14R , Financial Management Regulation Volume 8, Civilian Pay Policy and Procedures, Chapter 2, April 2007.
2. Effective immediately all United States Army Garrison Alaska, Fort Richardson, Alaska civilian employees will annotate their overtime and compensatory time earned in accordance with the above stated reference on USARAK Form APVR-RRM-AP Form 1.
3. Employees will submit their requests for overtime and compensatory time earned in accordance with the above stated reference to include the following guidance:
 - a. Only authorized officials will approve overtime, compensatory time, or holiday work. The approval, which shall be documented in writing or electronically, will be retained in accordance with the provisions of Section 0207 of the above stated reference.
 - b. Approval shall be granted before the hours are worked whenever feasible and, when not feasible, as soon as possible after the work has been performed.
 - c. In granting such approval, care must be taken to distinguish between regular overtime and irregular or occasional overtime in order to properly determine an employee's overtime entitlement.
 - d. Compensatory time earned may be granted for irregular and occasional overtime work only. It is not authorized for regularly scheduled overtime work.

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4. Requests for overtime will be submitted to the USARAK Civilian Payroll Office in accordance with this policy no later than the Monday following the normally scheduled completion of the pay period. Notification of delays or changes to this schedule will be dispersed to employees by the Payroll Office as soon as a change in schedule is annotated.

5. Point of contact for this policy is the USAG Alaska Administrative Officer at 384-2175.



DAVID L. SHUTT
COL, AR
Commanding

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